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The Primary Source

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A Quarterly Publication of The Society of Mississippi Archivists

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Fall 1990

Number 3

SOCIETY OF AMERICAN ARCHIVISTS 54th ANNUAL MEETING SESSION REPORTS

The 54th annual meeting of the Society of American Archivists was held August 30-September 3, 1990, in Seattle, Washington, called the "Queen City of the Pacific Northwest." The Westin Hotel in downtown Seattle was convention headquarters. At least five SMA members attended the annual meeting. Terry Latour was our "reporter," graciously sharing the following session reports for those of us unable to attend.

College and University Archives Section

As always, the C&U Section packed a long list of activities into their allotted two hours. Roland Baumann of Oberlin College was elected to succeed Wilma Slaight as the chair of the Section. New efforts will be directed toward conducting a salary survey of C & U archivists (Stephen Masar, University of Wisconsin at Madison, with head-up this project). Work is in progress on a C & U / SAA occasional paper on using and managing student assistants (Mary LaFogg, Yale University). Work is also in progress on a C & U / SAA occasional paper on outreach (George Bain, Ohio University). The three year work plan or goals for the Section were reviewed and two new committees were formed. One committee will investigate the regulatory environment and the other will examine the use of academic archival records. The Automation Committee was also reinvigorated. Seven study/discussion group sessions were held during the second hour of the meeting. "A User-Centered Approach to Library-Archives Relations," one of the discussion group was led by William Maher (University of Illinois) whose article on the subject appeared in the January 1990 issue of Journal of Academic Librarianship. Common themes of the discussion (continued on page 3)

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SOCIETY OF MISSISSIPPI ARCHIVISTS

PAID

The Primary Source (ISSN 074106563) is a quarterly publication of news and ideas produced by the Society of Mississippi Archivists, a non-profit organization of professional archivists and other interested persons.

Editorial Staff

Editor:	Sandra E. Boyd, University of Southern Mississippi
Assistant Editor:	Michael Hennen, Department of Archives and History
Book Review Editor:	
News Reporter:	Terry S. Latour, University of Southern Mississippi
Conservation Reporter:	Irmi Wolfe, University of Southern Mississippi
Repository Reporters:	Jim Dawson, Lauderdale County Archives
	Jerry Goodwin, Lauren Rogers Museum of Art
	Mattie Sink, Mississippi State University

Production	
Coordinators:	Connie Lingle, University of Southern Mississippi
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WANTED

BOOK REVIEW EDITOR

CONTACT SANDRA BOYD
SOUTHERN STATION BOX 5148
HATTIESBURG, MS 39406-5148

(continued from page 1)

included a feeling that library appreciation and support for academic archives is often shallow. Yet, this unusual work (in library terms) often has a higher profile because of the service orientation to institutional offices, grants, and other special programs. These things make archives programs attractive to library administrators. Then too, sometimes archivists are guilty of the same insensitivity that we accuse librarians of. Library operations are varied, not monolithic, and sweeping generalizations are too common. Finally, most participants agreed that involvement in library and institutional committees (as well as library politics), and regular, active promotion of programs and services creates a higher profile for the archives. This often helps increase institutional support for our programs and needs.

Documenting America: Assessing Where We Have Gone

This session examined developments in the archival field since the publication of Documenting America in 1984. That report summarized the findings of National Historical Publications and Records Commission state assessment reports conducted from 1981 through 1983 (including the 1982 Mississippi report, The Management and Preservation of Mississippi's Historical Records: Problems and Potential). Report editor, Lisa Weber, chaired the session, which focused on the perspectives three of the four section authors have on what impact Documenting America and the state assessment reports have had on the profession.

Edwin Bridges (Alabama Department of Archives and History), who authored the section on state government records, noted that these reports have demonstrated that our old models of resource utilization and the development of political force are no longer practical. A new vision is needed if we are to succeed. He noted how NAGARA changed during the 1980's and has had successes with its preservation and local government initiatives, as well as other cooperative programs such as the NAGARA/University of Pittsburgh Institute. Among the failures cited by Bridges were the lack of any national or NHPRC follow-ups to the state assessment reports.

William Joyce (Princeton), who authored the section on historical records repositories, is of the opinion that many of the problems detailed in the reports continue to persist. There is an imbalance of resources among institutions, no coherent vision, and no mandate for programs to achieve minimum standards. There have been signs of improvement in the emphasis on planning, as well as the investigation of documentation strategies and the adequacy of documentation. However, there is a basic need for standards, lobbying efforts, and good program planning.

Margaret Child (consultant), who authored the section on statewide functions and services, pointed out that there were some differences between the first round of assessment reports and those conducted later. They were better organized, more focused and pragmatic, and indicated a better idea on how to accomplish goals. This indicates that we did learn from the early work and used that information to advantage in some states.

In general, most felt that the state assessments and the reports helped to improve communication and stimulate cooperative programs. Within the profession there are a number of grants and on-going programs that are addressing significant needs cited in the reports. Yet, there remains the challenge of creating a structure to accomplish the needs noted in most reports. The archives profession must recognize that funding and support are finite, regardless of how well we promote our work. New methods or models are required to appropriately address many of these profession-wide needs.

Beyond Bookmarks: Marketing Techniques for Archives

Katherine Hamilton-Smith (Curt Teich Postcard Archives, Lake County Museum) began the session by pointing out that archivists can learn from the museum field. Museums are more concerned with public image and marketing than archives tend to be. Their literature has much that is applicable to archives. Hamilton-Smith presented an overview of several programs from her institution. Of particular note were her remarks about how the collection's newsletter has evolved since its inception. Since images are the focal point of their collection, the newsletter now features them in a more prominent manner. The articles focus upon how the images are used by various types of researchers and provide information on how they can be accessed. The name of the publication has been changed to Image File in order to suggest the use of the images. She also discussed her institution's cooperative publishing project with the National Trust for Historic Preservation. The program gives them nationwide visibility and the credibility of being associated with a recognized national organization. These award winning books are on their way to becoming best sellers.

SAA SESSION REPORTS

Lynn Davis (Bishop Museum, Hawaii) described her work in making her institutions photograph collection more available to the public. They actually take images out into the community and share them with people in neighborhood gatherings and public places. In this way they receive help in identifying the images, and build strong support in the community. It also has the effect of stimulating oral history documentation as well as increasing the use of the photographs.

Bonnie Wilson (Minnesota Historical Society) provided an overview of many different outreach programs that have been successful throughout the United States. She cited the work of the Illinois State Archives to prepare instructional packets for schools as an excellent means of educating potential users at an early age. Several archives and television stations are involved in cooperative projects to highlight historic newsfilm collections and stimulate an interest in our recent history. The Texas A & M exhibit on rural women in Texas was mentioned as another example of a relatively low cost project that will reach a high number of people in its traveling exhibit phase.

General words of advice included the warning that people often do not know who archives are and what archives staff do. We must be careful not to create a false image of ourselves. In addition, projects should be built upon strong collection resources that have the depth to sustain long-range goals and needs of the program. Outside input is often valuable and has the potential to introduce unforeseen benefits. Finally, the staff must be prepared for successful outreach and the increase in usage it may prompt. Once you start a program, it is often difficult to stop, and it can become a regular part of the workload.

Plan or Perish: Developing Disaster Contingency Plans

This program was outstanding because of the wealth of practical information that was shared with the audience. Of note to SMA members was the fact that Dan DenBleyker (Mississippi Department of Archives and History) was one of the presenters. It is hoped that each of the participants publishes his paper because the space in this report is far too limited to provide even a good summary. Since a significant earthquake has been predicted for the Mississippi Valley in December, and since we are in a hurricane area, I will focus the report on those topics.

From her experiences with the San Francisco area earthquake of last fall, Judith Fortson (Hoover Institution) provided very specific advice. She suggested that efforts be made to secure decorative items, that computers be secured with a velcro product (Quake Grip), and bookcases be anchored. File cabinets above desk height should also be anchored and shelves bolted and braced.

The presentation by Sherry Bennett (South Carolina Museum) was extremely enlightening. Her experiences with Hurricane Hugo may require revision of standard disaster planning principles. She reported the following problem areas following Hugo's strike. Widespread power and telephone outages prevented communication and may last for a week or more. Evacuation of people from an area make call lists useless. Staff members can be involved in personal recovery operations and unavailable for institutional assistance. Often recovery plans are too person specific and need to be revised. When an area is under Marshall Law, access usually is limited to persons whose driver's license prove a home address in the affected area. Supplies not previously stockpiled are often unavailable both before or after the hurricane. The health department may have to give approval before staff can enter a building. The Federal Emergency Management Assistance Program (FEMA) has extremely stiff documentation regulations, and public gifts or donations to an institution may reduce the amount of assistance FEMA can provide. Bennett's final suggestion was that staff be prepared for criticism their actions and plan for how to counteract false information.

Using Volunteers in Archives

With the trend toward reduced or limited staffs, archives are increasingly using volunteers to assist in maintaining services and make collections accessible.

Susan Ewing (Smithsonian Institution) began this session by reporting on a seemingly unique program at the National Air and Space Museum. Their SNAP volunteers actually pay a substantial fee to participate in a two week summer "research expedition." Projects are carefully selected and planned, written training materials are provided, and close supervision is exercised. Most participants live in college dormitories for the two weeks and take advantage of various other activities planned for them. Opening and closing dinners are held, lunches are provided, and there are opportunities for behind-the-scenes tours and entrance to special exhibits and programs. This program provides the archives a larger

pool of labor for special, concentrated projects, and also provides a change from the normal work routine. Typical volunteer work involves sorting, filing, labeling, re-housing, photo captioning, data entry, and description of discrete items. Some disadvantages of using volunteers are that they may disrupt regular work projects, and the performance of some participants is not always highly productive.

Robert Harding (Smithsonian Archives Center of the National Museum of American History) reported on their ongoing program of using volunteers. Many of the general management and administrative needs of the program have been developed over a period of time and are administered by a central Smithsonian office (advertising and recruitment, screening and placement, a handbook for volunteers which includes common roles and responsibilities, etc.). Volunteers must commit to a minimum of six hours per week. An effort is made to match a volunteer's interests and abilities to the work assigned. Volunteers receive recognition through yearly dinners, awards, newsletters, gift shop discounts, and other institutional benefits. Most are productive and dedicated workers who have made significant contributions to the archives over the years.

Judith Schwarz (Lesbian Herstory Archives) summarized the presentations by noting that much thought and planning is needed for a good volunteer program. A director of volunteers needs to be prepared with well developed lists of prospective projects and a policy structure for managing the program. Problem volunteers (talkers and socializers) should be dealt with at an early stage. Volunteers can be good public relations for an archives, but they can also damage an archives' image if you are not careful.

Who's Using What: Current Research on the Use of Archives

In most cases we justify the mission of an archives and the work of its archivists by the use that is, or can be, made of the documentation contained there. Yet, in many cases, we only have a general knowledge of who users are and why they take the time to frequent our archives. In recent years greater attention has been directed to these questions in order to manage our resources more appropriately. This session focused on those concerns and revealed how several institutions are investigating the use of their collections.

At the National Archives of the United States, use studies were prompted by increases in use of facilities and collections. In the future the development of access systems and services may depend upon the identification of why people use (or do not use) the repository, how much staff contact various types of researchers need, and what it is that researchers actually do with the information they obtain at the archives. Thus far, the Archives studies have found that 60% of their use is genealogical (less than commonly thought), most researchers come well prepared, and most people are computer literate.

Post research user surveys at the National Archives of Canada revealed that many researchers are not knowledgeable about the repository's resources and the methods available for using them. Researchers tend to be even less aware of non-paper based documentation, and a significant number of users expected large collections of books to be available. A substantial number of users were referred by acquaintances or colleagues, and most researchers spent less than four hours at the archives.

A recent user survey at Harvard University also provided a number of interesting findings. Many people visit their repositories to answer a specific question. Family names are the descriptors most often used in searches, and modern manuscripts are used most frequently. National databases are seldom consulted or are considered not important. Discussion with repository staff is not always helpful and is sometimes secondary to discussions with colleagues and teachers.

Making Them Hear You: Archives and Publicity

Kathy Marquis (Minnesota Historical Society, formerly of MIT) shared some of her experiences while trying to gain publicity for the SAA meeting in St. Louis last year. She recommended not sending out standard press releases because few people read them. Avoid focusing exclusively on history since people perceive it as boring. Reporters and editors have to be sold on why a story is relevant to their publication. When you do distribute press releases, make them unusual in some way. Include a fact sheet, names and telephone numbers of possible interviewees, and possibly even an example of what you have in mind. Personal contacts are the best way to get publicity and once you establish a relationship, you often have the ability to shape the exposure to better serve your needs.

SAA SESSION REPORTS

Barbara Haws (New York Philharmonic) provided a good overview of how "New York Archives Week" came into being in 1989 and how it is being funded and developed for 1990. Sponsored by the Archivists Round Table of Metropolitan New York, this week of more than 25 events includes a gala reception, musical and dramatic performances, awards to distinguished New Yorkers, as well as proclamations by the governor, mayor and borough presidents. The activities are funded with support from corporate sponsors. An honorary committee of distinguished New Yorkers helps to "open doors," raise funds, and give the cause credibility. Awards help to make the events (as well as the cause) newsworthy. The proclamations make it official and provide another opportunity for photographs and publicity. The project provides archivists with an opportunity to cooperate with groups and individuals they have never had contact with. It is a way of building new alliances as well as creating a higher recognition level for archives.

The last segment of the session focused on the difficulties of documenting modern dance. Leslie Hansen Kopp shared her experiences in trying to educate an unfamiliar public as to how archival programs can help them document the performing arts. What began as a small local project evolved into a multi-year program with national impact. Her workshop, "Archives: The Basics and Beyond," has been offered throughout the nation with support from the Mellon Foundation. It has created an awareness of generated enthusiasm for the benefits archives programs offer the performing arts.

In summary, public relations is labor and time intensive. It is an ongoing function and can not be successful as a one-time project. If conducted effectively, publicity campaigns can produce substantive results and be cost effective over a period of time.

SAC REPORT

Below is a revised version of the SAC enabling document prepared by Diane Cox. Compare it with the version printed in the summer issue of The Primary Source.

The Southern Archivists Conference

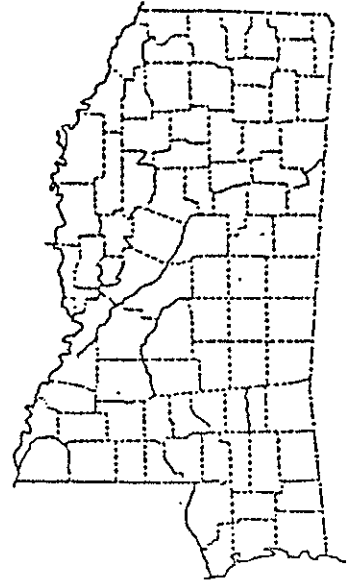
1. The organization will be known as Southern Archivists Conference (SAC).
2. All members of participating state archivists' organizations will be members of SAC.
3. The purpose of SAC is to foster closer cooperation among archivists in the region and advance the interests of our profession.
4. SAC will be governed by a committee composed of two representatives from each of the member organizations. The representatives will be selected by the member organizations for two-year terms. The coordinating committee will select its own chair to serve for a two-year term. The coordinating committee will meet as necessary, but no less than once a year.
5. SAC will meet every other year at a convenient location. The meeting site will rotate among the states represented by the member organizations. Plans for the meeting will be the responsibility of the coordinating committee.
6. The coordinating committee will assess any financial obligations for SAC activities among the constituent societies, normally following the principle of equal shares.
7. The committee will decide upon the appropriate mechanism for making any changes in the purpose, organization, or membership requirements for SAC.
8. A state society may join SAC by petitioning the SAC coordinating committee. Applications from states entering must receive the approval of the SAC coordinating committee.

Revised August 1, 1990.

MISSISSIPPI NEWS

ITALIANS IN MISSISSIPPI PROJECT

Through a grant from the Mississippi Humanities Council, the Mississippi Department of Archives and History will fund a project by which Italian scholar Russell Magnaghi will collect oral interviews, artifacts, published materials, and photographs of families of Italian ancestry in Mississippi. Interest in the state's Italian heritage has been stimulated by activities planned in celebration of the 500th anniversary of the arrival of Christopher Columbus in the Western Hemisphere. Anyone desiring to have Dr. Magnaghi as a speaker or having information on Mississippi's Italian heritage should contact Dr. Patricia Galloway at the Department of Archives and History.



STAFF CHANGES

Alexandra S. Gressitt left the University of Southern Mississippi at the end of May to take a position as Curator of Manuscripts at the Indiana Historical Society in Indianapolis. She had been active in SMA, serving on council and as co-chair of local arrangements for the SMA Meeting in Hattiesburg. We wish her well in her new position.

In early September Suzanne Steel left the Blues Archive at the University of Mississippi to become Librarian and Archivist at the Center for Black Music Research in Chicago. Suzanne had contributed substantially to SMA through her service on council and as assistant editor and editor of The Primary Source for more than two years. She will be missed both personally and professionally.

LAUDERDALE COUNTY DEPARTMENT OF ARCHIVES & HISTORY

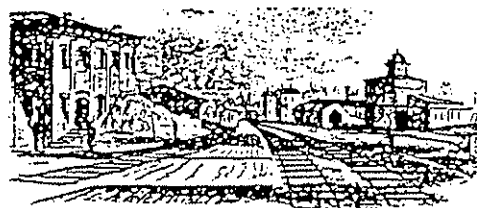
On May 25 and 26, Lauderdale County Department of Archives and History held an open house to observe the archives' sixth birthday. LDA&H has completed its NHPRC-funded archives and records management project, and plans are underway for a second grant to be submitted October 1 to NHPRC. This new grant will focus on microfilming the oldest county and city records and is the third and final phase of the original planning grant.

MISSISSIPPI STATE HISTORICAL MUSEUM

The State Historical Museum has recently received a National Endowment for the Humanities grant to plan the reorganization of the prehistoric and colonial period exhibits in the museum. Project developer is Jo Miles-Seely; contact Jo at 359-6930 for more information about the grant or to share information about related collections.

SMA SPECIAL REQUEST

The Education and Program Committees invite member suggestions for topics and speakers for the 1991 Annual Meeting. Please let us know also if there are any special educational workshops that you would like for SMA to offer in the near future. Send your suggestions to Mattie Sink at Mississippi State University, P.O. Box 5408, Mississippi State, MS 39762.



Folkland Depot

CONSERVATION NEWS

PRESERVATION SEMINAR HELD FOR LIBRARY EDUCATORS

Library directors, preservation specialists, and library educators exchanged perspectives regarding ways to integrate preservation into library school education during the Preservation Seminar for Library Educators, held this August in Maryland. Invited participants from the Southeast included: James Govan, University of North Carolina at Chapel Hill; Lois Upham, formerly of the University of South Carolina; Brenda Banks, Georgia Department of Archives and History; Lisa Fox, SOLINET; and David Cohen, College of Charleston and SOLINET Board. The event was developed under a contract between the Catholic University School of Library and Information Science and the Commission on Preservation and Access, with assistance from the Commission's Task Force on Preservation Education. A report is being prepared for distribution. (SOLINEWS, Summer 1990)

NHPRC GRANT PRESERVES TV DOCUMENTARY NEWS

A \$77,266 grant from the National Historical Publication and Records Commission (NHPRC) of the National Archives will support the preservation, publication, and use of documentary sources relating to American history in Vanderbilt University's Television News Archive. Over 1500 hours of video news broadcasts, dating from 1968 to 1979, will be transferred original deteriorating videotapes to a more durable video format. (Library Journal, September 1, 1990)

FLORIDA PAPER STANDARDS COMMITTEE REPORT

The Florida Paper Standards Committee presented three possible courses of action in its report completed in May of this year. The first alternative urged the state to enact legislation that would require Florida state agencies to use alkaline paper (paper conforming to ANSI Standards Z39.84) for all applications, with the exception of those used for janitorial functions. The second was to require all Florida government agencies to determine items of historical significance and place those items on alkaline paper. And the third, more passive approach, was to simply wait. Within a couple of years, the problem of acidic paper will likely solve itself. Those major paper mills that have not converted over to alkaline processing are expected to do so soon. As a result, almost all paper available on the market will be alkaline.

Anyone interested in receiving a copy of the report can contact Joanna Norman, Florida State Archives, 500 South Bronough Street, R.A. Gray Building, Tallahassee, Florida, 32399-0250, (904) 487-2073. (Technical Bulletin, April/June 1990)

APPA CONFERENCE ON ENVIRONMENTAL CONDITIONS FOR LIBRARIES AND ARCHIVES

The Association of Physical Plant Administrators of Universities and Colleges (APPA) has set February 28-March 1, 1991, as the date for a one-and-a-half-day course on environmental conditions for libraries and archives. Participation in the course is limited to 150 with a team format involving librarians/archivists and plant managers from an institution. A major goal is to foster more productive working relationships between librarians/archivists and plant administrators. For further information on course content and registration, contact Kathy Smith, Director of Educational Programs, APPA, 1446 Duke Street, Alexandria, VA 22314-3492. (C & RL News, June 1990)

SURVEY OF ENDANGERED MATERIALS IN COLLEGE LIBRARIES

The College Libraries Committee of the Commission on Preservation and Access conducted a survey to determine the nature and quantity of endangered materials in college libraries. Forty-four respondents reported on 68 endangered special collections with national or regional significance; a surprising number require attention soon if they are to be preserved. Before making application for preservation projects to the National Endowment for the Humanities (NEH) Office of Preservation, librarians are encouraged to contact Preservation Office Staff for further information. New preservation guidelines will be distributed soon. (C & RL NEWS, June 1990)

NEW ADDRESS FOR THE NEDCC

The Northeast Document Conservation Center (NEDCC) moved to a new headquarters in July. The new address is: NEDCC, 100 Brickstone Square, Andover, MA 01810-1428 Telephone: 508-470-1010; Fax: 508-475-6021. (SAA Newsletter, September 1990.)

CONSERVATION NEWS

OCLC COMMUNICATES PRESERVATION DATA

OCLC had developed guidelines for recording preservation data in either the Cataloging or Union List Subsystems of the OCLC Online Union Catalog (OLUC). Recommendations from the OCLC Preservation Task Force prompted the guidelines, which are a major component of OCLC's preservation activities. The OCLC database will provide a rapid and efficient way to communicate information about items planned for preservation and thereby avoid duplication of effort. For information, contact OCLC, 6565 Frantz Road, Dublin, OH 43017-0702. (*SAA Newsletter*, September 1990).

DIGITAL PRESERVATION TESTED BY CORNELL AND XEROX

Cornell University, Xerox Corporation, and the Commission on Preservation and Access have instituted a pilot project to test the potential use of the digital recording of books. During the 18-month project 1000 volumes from Cornell's Olin Library will be scanned into a digital-image storage system. Researchers hope that the technology will offer the best of both worlds by combining the storage and duplication characteristics of microfilm and the usability of paper reproductions while adding transmission capabilities not currently available. (*Library Journal*, September 1, 1990)

HOUSE COMMITTEE RECOMMENDS ACID-FREE PAPER

The House Committee on Government Operations has approved a resolution recommending that all federal agencies use acid-free paper for any document that may be of "enduring value." The resolution, which will now go to the full House of Representatives, responds to growing concern by some lawmakers and scholars that many important government documents may deteriorate before historians can study them. A report accompanying the resolution says a switch to acid-free paper would not cost the government very much money because it is widely available at prices competitive with those of other types of paper. (*The Chronicle of Higher Education*, September 19, 1990)

PILOT DEACIDIFICATION PLANT OPENS

The FMC Corporation's Lithium Division has opened a pilot deacidification plant in Bessemer City, NC. The Lithium process is the only one which claims to both deacidify and strengthen acidic, brittle paper. The process uses magnesium butosytriglycolate (MG-3) in a three-step process during which volumes are never touched. A plant can treat 300,000 books per year, and Lithium expects to build plants worldwide based on demand. Robert Wedinger is manager of preservation systems for FMC and can be reached at 704-868-5506. (*Library Journal*, June 1990)

GRASP PROJECT NEARS COMPLETION

The Georgia Archives is the host site and co-sponsor (with NAGARA) of a national cooperative project funded by NHPRC. Under director Bonnie Rose Curtin, the project will produce the first preservation administration publication geared specifically for the archival setting. GRASP (Guide and Resources for Archival Strategic Preservation Planning) consists of an interactive computer program, a printed manual, and a resource notebook, all developed to help archivists achieve systematic, economical preservation of our documentary heritage. Publication in winter 1990 will follow the completion of field testing at 23 repositories. (*NAGARA Clearinghouse*, Spring 1990)

TOLL-FREE COLLECTION CARE INFORMATION AVAILABLE

The National Institute for the Conservation of Cultural Property announces the establishment of the Collections Care Information Service that allows users to find information simply by dialing a toll-free number. The service is designed to help staff persons with collections care responsibilities, and museums and historic houses with small- to medium-size budgets. Users outside of Washington, D.C. can dial 800-421-1381 Monday through Friday, 10 - 5 eastern standard time, to request information related to basic collection care. (*History News*, August 1990)

CONSERVATION NEWS

NATIONAL ARCHIVES OF CANADA SUFFERS FOURTH FLOOR FLOOD

Conditions at the crowded main building of the National Library and National Archives of Canada in Ottawa deteriorated further when an air-conditioning drainpipe burst July 4, soaking valuable materials on the fourth floor. The flood damaged rare atlases and irreplaceable music collections in a building already badly in need of renovation. Quick action by staff, who sorted, freeze-dried, air-dried, and blotted through the night, prevented the accident from reaching disaster proportions. (*American Libraries*, October 1990)

PUBLIC RECORDS FROM LAWRENCE COUNTY, ALABAMA, MAY BE IN PRIVATE HANDS

In the spring of 1971, large quantities of 19th century public records were removed illegally from the Lawrence County Court House in Moulton, Alabama. Many of these records have since been purchased by private individuals and manuscript dealers who were unaware of their origin. A large portion of the records was recovered with the assistance of the Alabama attorney general's office, but the Alabama Department of Archives and History (ADAH) is seeking the cooperation of others in the field who may help in the recovery of the remaining documents. If you have information that may be of assistance, contact Mark A. Palmer, Archival Services, ADAH, 624 Washington Avenue, Montgomery, AL 36130. (*History News*, August 1990)

SPECIAL PUBLICATIONS

The April 1990 issue of *The Commission on Preservation and Access Newsletter* contains a brief article written by Alan Calmes on the problems associated with preserving video recordings, including tips for extending their life. For copies write to: Commission on Preservation and Access, 1785 Massachusetts Avenue, N.W., #313, Washington, D.C. 20036.

The Northeast Document Conservation Center has produced a series of informative pamphlets on various preservation topics including "Microfilm and Microfiche" and "Storage Enclosures for Photographic Prints and Negatives." The full preservation information packet including these titles is available for \$12.00 or single copies free of charge. Order from: Northeast Document Conservation Center, Field Service Office, 24 School Street, Andover, MA 01810-4099.

PREVENTATIVE MAINTENANCE

The following "Tips for Low-Cost Environmental Control" are reprinted with permission from the Northeast Document Conservation Center, Andover, Massachusetts, based on guidelines being developed by William Lull, of Garrison/Lull, Allentown, New Jersey, for the New York State Library Division of Library Development.

1. **Keep winter heat low.** If overheating occurs, don't allow windows to be opened—demand that the heat be turned down. Open windows and leaky doors allow outside air in, and allow desirable winter humidity to escape. Keep a few sweaters and blankets for staff or visitors who feel cold with the temperature around 65 degrees Fahrenheit, and explain why you're keeping things cool.
2. **Seal windows.** Use plastic sheets and tape to seal windows on the inside in winter. In storage areas, line windows with aluminum foil, and seal them more completely with gypsum wallboard and plastic. The foil will reflect sun away to reduce heat in summer, and will also keep light out of storage areas.
3. **Keep outside doors and windows closed; weatherstrip.** Weatherstrip doors, and make sure doors and windows stay closed to prevent exchange of unconditioned outside air. Test seals; if a strip of tissue paper wavers in the breeze when it's held up to a crack, the seal isn't tight.
4. **Block radiant heat from radiators.** If you can't move collections well away from radiators in storage or exhibit spaces, cover wallboard with reflective foil and position this barrier between the radiators and collections to protect objects from "line-of-sight" heat transmission.
5. **Keep equipment at one level 24 hours a day.** Don't change settings on climate equipment for nights or weekends, since damaging humidity fluctuations usually result. This includes both heat and window air conditioners. Be sure humidifiers or dehumidifiers are on, and that they're always adequately filled (or emptied) to maintain steady conditions. Choose a lower constant humidifier setting to prevent it from running out of water, or raise the constant RH setting on your dehumidifier so it will not overflow or shut off from too much water. While improving the stability of conditions 24 hours a day usually requires little or no capital investment, using the equipment you have continuously almost always increases annual energy costs. Keep in mind that some of the most acute short-term damage to collections is caused by discontinuous operation of climate-control equipment.
6. **Separate collections that need special conditions; use available spaces the best way.** Look at the available storage areas. Can you modify your use of space to suit the collections better? Are some spaces more stable, or more easily improved than others? Do some materials in your collections (like parchment or vellum) need different conditions from others? Can these be segregated into groups with similar needs? This may reduce the need for new or improved conservation environments. (*C&RL News*, May 1990)

NATIONAL AND REGIONAL NEWS

SAA COUNCIL/COMMITTEE MEMBERS FROM SOUTHEAST

New council members elected by the Society of American Archivists (SAA) include Brenda Banks, Georgia Department of Archives and History, while Julia Young of the University of Southern Mississippi has been appointed to the 1990 Nominating Committee. Appointed to the 1991 Program Committee are H.T. Holmes, Mississippi Department of Archives and History; Lisa Fox, SOLINET; and Robert S. Martin, Louisiana State University. (SOLINEWS, Summer 1990).

NEW YORK'S LOCAL GOVERNMENTS AWARDED GRANTS FOR RECORDS MANAGEMENT

Grants totalling nearly \$4.3 million have been offered to 274 local governments in New York State to improve their records management programs. This is the first year that grants have been awarded from a fund that was established under the 1989 Local Government Records Management Improvement Fund Act. That law provided for slightly increased fees on certain documents recorded or indexed by County Clerks and the Register of the City of New York. Proceeds from these surcharges are deposited in the Fund, which supports a competitive grants program for local governments and the operation of a network of nine regional advisory offices which provide technical assistance in records management and archives administration to local governments. The law is administered by the New York State Archives and Records Administration (SARA), part of the State Education Department.

Ninety-eight grant projects, totalling \$2.4 million, were funded in a variety of categories: records surveys, needs assessments and studies for records management programs, developing programs for managing inactive records programs, developing programs for administering archival records, and microfilming selected records. One hundred seventy-six grants were for records inventorying and planning. These projects will lay the basis for additional records management work by local governments. For further information about the program, contact Robert W. Arnold III, Chief of the SARA Local Government Records Bureau at (518) 474-6926. (New York State Archives and Records Administration, June 19, 1990)

NEW SEARCH ROOM FINDING AID IN NORTH CAROLINA

In the Search Room at the North Carolina Department of Archives and History this spring, the Manuscript and Archives Reference System (MARS) was officially inaugurated. Four terminals and call-slip printers are available for searching Archives finding aids on the department's Prime 4150 superminicomputer. The system has been in development for six years. (NAGARA Clearinghouse, Spring 1990)

RECORD CENTER IN SOUTHWEST ATLANTA NOW COMPLETED

Georgia's new record center, in southwest Atlanta within three miles of Georgia's State Capitol, provides over one acre of enclosed records storage area with shelving for nearly 200,000 cubic feet of records. Special features of the building include an infrared security system, fire suppression sprinklers on two levels, clerestory windows for improved lighting and ventilation, separate audit rooms for state agency use, a climate-controlled storage vault for security microfilm, and an automated record location and inventory tracking system. (NAGARA Clearinghouse, Spring 1990)

PAPERS AT THE UNIVERSITY OF CALIFORNIA SPARK CONTROVERSY

Bancroft Library at the University of California holds 202 boxes of papers, letters, lecture notes, speeches, research notes, and other materials of 13 scientists who held joint appointments at the university and at Lawrence Berkeley Laboratory, a national physics laboratory financed by the Department of Energy. Currently under debate is the question of whether these materials should be in a research library. According to the National Archives and Records Administration (NARA), any papers produced while working at the Berkeley Laboratory belong to the government and should be with other federal records. NARA is presently examining the boxes from Bancroft's holdings to determine if any of the materials are classified. A decision on the question of ownership will affect not only the University of California but other universities around the nation, including Virginia Polytechnic Institute which has an Archives of American Aerospace Exploration and collects papers of individuals involved in the space program. (The Chronicle of Higher Education, June 20, 1990)

NATIONAL AND REGIONAL NEWS

FLORIDA ARCHIVES ACQUIRES COLLECTION MANAGEMENT SOFTWARE

The Archives Integrated Information Management System (AIIMS), designed by MSD-MIS Software Development, Inc., has been acquired to provide improved access to and collection management of holdings at the Florida State Archives. The system includes components for patron registration and activity; patron collection usage; bibliographic cataloging using USMARC-AMC format; authority control; collection management; subject access; report generation; and export and import of USMARC-AMC records. (NAGARA Clearinghouse, Spring 1990)

SECOND ANNUAL NEW YORK ARCHIVES WEEK HELD OCTOBER 1-7

In celebration of New York's diverse history, the second annual New York Archives Week, October 1-7, included a series of events ranging from gala musical performances to film festivals and walking tours. Made possible by the Archivists Round Table of Metropolitan New York with grants from American Express Company, Metropolitan Life Foundation, and New York Stock Exchange, Inc., archivists and archival educators from various repositories -- religious, government, medical, social service, performing arts, business, education, moving image, labor and museums -- participated in the week's activities. On the final day of activities, the general public was invited to bring family documents to experts who advised on preservation, content, and interpretation. (Press Release, Archivists Round Table of Metropolitan New York)

COPYRIGHT HEARING ON CAPITOL HILL

On July 11 the House and Senate held a joint hearing to consider H.R.4263 and S.2370. These identical bills would amend the copyright law to clarify that the principle of fair use established for published copyrighted works also applies to unpublished copyrighted materials. The need for legislation has been stimulated by recent decision of the Second U.S. Circuit Court of Appeals in New York.

The hearing had several unusual features. Besides being a joint House/Senate hearing, the witness list included a panel of three judges, who appeared following the testimony of the Copyright Office. Chief Judge James L. Oakes of the Second Circuit Court of Appeals and Judge Pierre Leval, of the District for the Southern District of New York, both supported the legislation. Judge Roger J. Miner, who wrote the New Era Publications v. Henry Holt and Co. decision, expressed grave reservations about the proposed legislation.

Considerable momentum for this legislation has resulted from the hearing. Congressional staff are now at work on technical language to deal with some of the issues raised at the hearing. (Perspectives, September 1990)

ALA AND ARL TAKE STANDS ON PERMANENT PAPER, RECYCLING, AND "FAIR USE"

At recent hearings on the Congressional Recycling Act of 1990, the American Library Association (ALA) and the Association of Research Libraries (ARL) submitted a joint statement urging that the act, which would require Congress to purchase recycled paper products to the greatest extent possible, should not hinder the use of permanent, acid-free paper. The statement indicated that these two goals are not mutually exclusive and cited earlier testimony that the requirements for the use of recycled and permanent paper could be accommodated without conflict.

The two groups also submitted a joint statement to House and Senate Subcommittees, expressing strong support for proposed legislation clarifying Section 107 of the Copyright Act of 1976, which allows for the application of the "fair use" principle to both published and unpublished works. If the proposed legislation is passed, it will be easier for scholars to use limited quotations from unpublished sources. (American Libraries, October 1990)

NATIONAL SECURITY ARCHIVES RETAINS PREFERRED-FEE STATUS

The Supreme Court has rejected a request by the government to review an Appeals Court decision that allows the National Security Archive to waive fees for Freedom of Information Act (FOIA) requests. The National Security Archive is a nonprofit, Washington-based research institute and library that locates, acquires, organizes, and disseminates unclassified and declassified government documents pertinent to important issues of U.S. defense, foreign intelligence, and international economic policy. The archive has also played an active role in maintaining government accountability and promoting the public's right to information about the workings of government. (Library Journal, June 15, 1990)

NATIONAL AND REGIONAL NEWS

TOPONYMICS

The Placename Survey of the United States of America recently dubbed the library at the University of Texas, El Paso the second national research center for toponymics--the study of names related to a place or region. The first is at the University of Alabama in Tuscaloosa.

The library's collection contains information such as why Navajo Indians did not use personal names while communicating face-to-face, and the logic behind the street names originating in small Southwestern towns. Also included are the meanings of first names, the origins of last names of different nationalities, and place names throughout the world. For a brochure or a bibliography of the collection, contact: The Onomastics Collection, University of Texas at El Paso, the Library, El Paso, TX 79968-0582. (Library Journal, June 15, 1990)

McCORMICK ENDOWMENT

A \$292,000 endowment to support the International Harvester/McCormick Archives at the State Historical Society of Wisconsin has been established by Brooks McCormick. It is the first such endowment ever given to the Society for the permanent administration of one of its collections.

The gift, which is being received over a three-year period, will enable the society to hire a half-time archivist to provide reference services, inventory unprocessed records, and establish controls over them. The archivist will be known as the F. Gerald Ham Archivist for the McCormick International Harvester Collection, a tribute to Ham, who recently retired as state archivist and who is one of the leaders in his field nationally. The Ham Archivist will not be employed until the Society has received the full endowment in 1992-1993. (SAA Newsletter, July 1990)

NATIONAL PUBLIC BROADCASTING ARCHIVES

The four major public broadcasting organizations are finally on the same frequency. The Corporation for Public Broadcasting (CPB), the Public Broadcasting Service (PBS), National Public Radio (NPR), and the National Association of Public Television Stations (NAPTS) announced in June that all of their records are committed to the National Public Broadcasting Archives, making it the single most important collection of public broadcasting archives in the nation.

Housed at the University of Maryland at College Park Libraries, the archives will contain historical records, kinescopes, audio and visual tapes, films, and personal papers. The archives will not only continue to seek the records of other organizations and individuals, but will initiate an oral history program to capture the memories of those who helped to make public broadcasting one of the most significant phenomena in the 20th century.

Financial support for the project is also being provided by the Corporation for Public Broadcasting, Ford Foundation, Public Broadcasting Service, National Public Radio, Station WTTW (Chicago), Station WGBH (Boston), Station WETA (Washington, D.C.), Station KCET (Los Angeles), Station WNET (New York), Station WHYY (Philadelphia), and Children's Television Workshop. (SAA Newsletter, July 1990)

PUBLICATION UPDATE

SAA and Scarecrow Press, Inc. have reached agreement on a co-publishing program for a new series of monographs dealing with archival topics. The agreement, initially for two years and up to three titles, will enable the Society to create and distribute archival literature to a much larger audience than SAA can reach on its own.

SAA will both solicit new manuscripts and review any appropriate manuscripts submitted directly to Scarecrow, in either case serving as the final arbiter of the content and quality of the manuscripts themselves. Scarecrow will prepare the manuscripts for publication, as well as market and distribute the titles in the series nationally and internationally. SAA will market and sell the titles to its membership. The first title in the new series is currently in preparation; potential authors who have manuscripts for the series should contact Susan Grigg, Chair of the Society's Editorial Board. (SAA Newsletter, September 1990)

NATIONAL AND REGIONAL NEWS

COPYRIGHT RESPONSIBILITY AT PUBLIC COLLEGES MAY CHANGE

The Senate has approved legislation that would make public colleges liable for copyright infringement by their employees. The bill, which has already been approved in the House of Representatives, is intended to discourage illegal use of copyrighted material by schools, colleges, prisons, and other state agencies. The legislation was prompted by several court decisions in which judges ruled that states would not be sued under federal copyright law unless the law said specifically that it applied to states. Education lobbyists have opposed the legislation, arguing that copyright infringement by public institutions is not wide-spread and that the bill would violate the states' 11th-Amendment immunity from prosecution under federal laws. (The Chronicle of Higher Education, July 11, 1990)

NEW HEAD APPOINTED FOR NHPRC

Gerald W. George was selected in July to head the National Historical Publications and Records Commission (NHPRC). He was a former director of the American Association for State and Local History (AASLH), and managing editor of the 52 volume series, "The States and the Nation." A native of Kansas and graduate of Wichita State University and Yale University, he is the author of numerous articles and reviews as well as the recently published Visiting History, Arguments Over Museums and Historic Sites, and, with Cindy Sherrell-Leo, Starting Right: A Basic Guide to Museum Planning. Mr. George will join the Commission in January 1991. (National Archives News Release, July 6, 1990)

SAA DIRECTOR APPOINTED TO NATIONAL ARCHIVES POST

Don C. Neal, Director of the Society of American Archivists, was appointed by the Archivist of the United States, Dr. Don W. Wilson, to the position of External Affairs Officer of the National Archives. In this capacity, Neal will work closely with Congress and the international and national professional communities and will also oversee the operations of the Interagency Liaison and Public Affairs staffs. He will assume his duties in Washington, D.C. on October 7, 1990. (National Archives News Release, July 25, 1990)

WORKING MEETING PLANNED ON RESEARCH ISSUES IN ELECTRONIC RECORDS

The Minnesota Historical Society will hold a working meeting on "Research Issues in Electronic Records" on January 24-25, 1991, in Washington, D.C. The meeting is intended to identify and address research problems and questions relating to information in electronic form, that, if answered, will enable archivists and records managers to carry out their missions; to define and describe projects to answer those questions; and to define priorities for research project funding. Representatives from key archival organizations will be invited to send representatives to the meeting, and experts in field related to electronic records will be invited to participate. The meeting will produce a report to the NHPRC, the funding agency, describing proposed research projects which should be undertaken by the archival, records management, historical and other communities. For more information, contact Lisa Weber, NHPRC, National Archives - NPR, Washington, D.C. 20408. (News from the Archives, Summer 1990)

SPECIAL COLLECTIONS ROUND TABLE
MISSISSIPPI LIBRARY ASSOCIATION ANNUAL CONFERENCE

November 8, 1990
4:00 - 6:00 p.m.

SPEAKER: J.P. Coleman, former Governor and Judge, Lawyer, Local Historian and Author

TOPIC: "Local History and Local History Collections"

Discussion groups on microfilm collections and vertical files will take place from 5:00 - 5:45 with a brief section business meeting following.

GRANTS RECEIVED/AWARDED

Emory University, Atlanta, has received a \$43,000 grant as part of the Research Library Group's Archives Preservation Microfilming Project. The funds go to the microfilming of the papers of Joel Chandler Harris and his son Julian LaRose Harris. (SOLINEWS, Summer 1990)

Georgia State University, Atlanta, has been given a \$400,000 challenge grant from the National Endowment for the Humanities (NEH). The funds will go to support collection development at the William Russell Pullen Library. (SOLINEWS, Summer 1990)

Society of American Archivists has been awarded a grant up to \$25,000 by the National Historical Publications and Records Commission (NHPRC) for an automation education project. The six month project, to be directed by Victoria Irons Walch, will draft learning objectives and outline steps to develop and implement a curriculum for automated records and techniques. The project, will begin on October 1, 1990, and include as a major component a curriculum development conference, to be held in February, 1991. (SAA Newsletter, September 1990)

University of California, Berkeley, Bancroft Library has received a grant of \$199,623 from NHPRC for a joint project with the Sierra Club, "Documenting 100 Years of Conservation: The Sierra Club Records." Since 1970 the Sierra Club has been giving its national historical records to the Bancroft Library. The collection today consists of approximately 1325 linear feet of records, 34,400 photographs, and other pictorial items. (C&RL news, June 1990)

NHPRC RECORDS PROGRAM APPLICATION DEADLINES

NHPRC's Records Program set the following grant application deadlines for Fiscal Year 1991:

October 1, 1990

February 1, 1991

June 1, 1991

Through the Records Program, NHPRC encourages archival repositories, state, local, and tribal governments, historical societies, libraries, academic institutions, and others to locate and preserve documents of national and state historical significance. NHPRC records projects ensure that these records are saved and made available for public use.

SMA COUNCIL REPORT

September 20, 1990

At the September 20 council meeting, members

--Approved minutes of previous council and treasurer's report.

--Acknowledged receipt of \$474.32 profit returned from the Southern Archivists Conference in Guntersville, AL.

--Heard details of the successful SAC breakfast in Seattle where the states of South Carolina, Louisiana, Florida were represented as well as the states already in SAC.

--Discussed tentative dates in April for the SMA annual meeting - probably in Jackson.

--Heard membership committee chair Carol West report membership at 100.

--Discussed The Primary Source and suggested a survey of readers to find out their response to contents. No report was presented on advertising.

--Discussed the guide to repositories and voted the following guidelines: maximum price \$10.00 with maximum profit \$3.00; 150 copies to be printed. Copyright should be sought for the guide.

--Discussed the status of the women's guide. It will not be ready before the October 19 meeting in Jackson.

--Discussed using a single cover design for both publications to be prepared by Chuck Gale.

--Heard a report from Mattie Sink on SMA programs 1979-1989; her research was done in preparation for the planning of the 1991 annual meeting.

--Postponed consideration of the 1991 budget until the December meeting.

--Approved nominating committee members.

--Accepted nominating committee selection of Terry Latour to fill the council position left vacant by Suzanne Steel's resignation.

The next council meeting will be December 13 at the Department of Archives and History.



BOOK REVIEWS

Gwinn, Nancy E., editor. Preservation Microfilming: A Guide for Librarians and Archivists. American Library Association, 1987.

As more and more institutions, such as libraries and archives, consider microfilming as a solution to their storage and preservation problems, the need for guidelines arises. Many questions must be answered before a successful micrographics program can be established. Beginning from "scratch" to learn and employ the needed information in setting up a microfilming unit can be overwhelming.

There are a number of books, pamphlets, and manuals now available to explain the standards, guidelines, and how-to steps of microfilming. One of these is Preservation Microfilming: A Guide for Librarians and Archivists edited by Nancy E. Gwinn. Contributors to this book include preservation officers from several institutions, micrographics laboratory specialists, and librarians. These professionals combine their expertise to present a manual which can be used in various ways: as an overview of microfilming, as a reference book to clear up questions, and as a guide to other sources of information available on the subject.

From the introduction to the afterword, this book explains in easy to understand terms the basics of developing and implementing a microfilming program. Chapter one sums up the necessary start to any filming project: the decision of what material to film and in what microform. Microform characteristics, program design and planning, as well as a section on contracting services, is included in this part of the book. Other areas discussed include the important step of preparation of the materials. Here the reader can find information pertaining to work flow, physical preparation, the use of targets, and other details vital to a good preparation program.

Gwinn's book devotes a chapter to practices and standards. Explained, at least in part, is the final word on standards, the ANSI standards for microfilming. Of special interest to librarians is the section on bibliographic control. Emphasis is placed on the need to adequately record the existence of a microform. The cost control of putting a microfilming unit into action is discussed with cost comparisons of different microforms presented.

The appendices of this book offer information which the reader will find helpful as a reference section. Here standards are listed which will be referred to time and again as one seeks to establish an archival filming unit. Also found here is a sample preservation microfilming contract for the reader who may be considering an outside filming agent. The librarian or archivist just beginning to learn the how-to of filming will appreciate the section listing organizations and institutions involved in preservation microfilming. A list of nonprofit organizations from which readers may obtain information and advice is presented with a brief description of each agency.

Even though every microfilming project will have problems unique to that project, the basics are the same for all. Therefore, a guide such as Gwinn's can be used as a building block for any microfilming undertaking. While much of the information available to the novice is too technical, Gwinn explains the process in terms which can be readily understood. No book or manual can be expected to answer every question that may arise. But a handbook of general, carefully explained information can prove to be the foundation for developing a solid microfilming unit. Preservation Microfilming is just such a book.

--Kay James
Mississippi Department of Archives and History

Wiegand, Wayne A. "An Active Instrument for Propaganda": The American Public Library During World War I. New York: Greenwood Press, 1989.

This first book in Beta Phi Mu's new monograph series examines the changes that resulted from the active involvement of public libraries in disseminating government information and supporting the war effort by opening libraries to activities other than providing reading material.

BOOK REVIEWS

Wiegand gives an extensive overview of the library profession prior to the beginning of the war in Europe. He points out the lack of initiative and involvement in community needs. Chapter one describes the public library community's

desire to remain neutral in a time of much publicized pro and anti-German propaganda. This, as is pointed out in chapter two, quickly changes when America enters the war. Libraries now serve their communities as perceived need demands; some, who did not have to compete with the many other organizations involved in the war effort, were more active in providing services that normally do not relate to traditional library activities.

Chapter three is devoted to a look at the dissemination techniques used by public libraries for government publications and participation of library personnel in various fund raisers. Edith Guerrier and the United States Food Administration (USFA) are the topic of chapter four. Guerrier, an energetic public librarian from Boston, saw the USFA as an excellent opportunity to further the importance of the role of the public library in communities all over America. The librarians' expertise in the dissemination of information paid off. As the author points out, though, the success of the food drives probably lay in the fact that library directors and personnel were female and the targeted audience of the publications and programs were women and children.

Chapter five proves to be most interesting because it discusses censorship and the treatment of "disloyal" literature. The author cites minutes from meetings and describes situations where librarians not only removed this material from the shelves but often burned questionable matter.

Educating immigrants rounds out the discussion of public activities during World War I. Depending on the location of the library, activities included having selected foreign language material on hand to attract the immigrants, providing appropriate reading material to ease Americanization, opening meeting rooms for night classes, and sponsoring parties for those immigrants who completed course work.

Wiegand's summary should be read first to avoid irritations readers might experience while reading this book. Overall, the book is well researched, even though the research centers on libraries ranging from Boston to Portland, Oregon. One wonders if libraries in the southern half of the United States responded in the same manner. The notes and the bibliography are very helpful for further reading. The book is an excellent edition to library literature and should prove very helpful as a springboard for discussions in library schools and at professional development meetings.

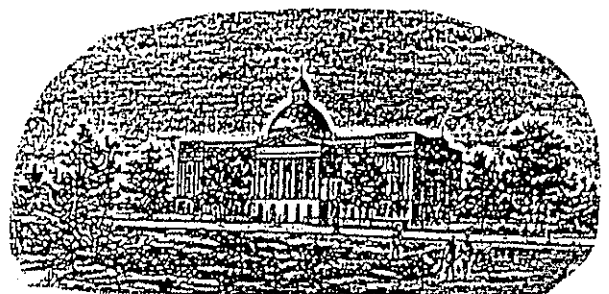
--Karin H. DenBleyker, Cataloging Librarian
Mississippi College School of Law Library

NEW TELEPHONE NUMBERS AT THE MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

SPECIAL COLLECTIONS	359-6872
STATE GOVERNMENT RECORDS	359-6889
LIBRARY	359-6876

NEW ZIP CODE FOR SMA

The Society of Mississippi Archivists
P.O. Box 1151
Jackson, MS 39215-1151



CALENDAR OF EVENTS

October 31-November 3, 1990

56th Annual Meeting of The
Southern Historical Association.
New Orleans, LA

November 5-8, 1990

35th Annual Meeting. Association
of Records Managers and
Administrators (ARMA).
San Francisco, CA
Contact: Rose Eufinger
408-736-1120

November 6-9, 1990

Mississippi Library Association
Annual Conference. "Making a
Lifetime Difference."
Jackson, MS
Contact: Ann Draper, 2015
Huntington St., Kosciusko, MS
39090

November 8-9, 1990

Society of Georgia Archivists Fall
Meeting. SAA workshops "Ethics"
and SGA meeting sessions on
"Copyright", "Access", and
"Disaster Preparedness."
Decatur, GA
Contact: Barbara Mann,
404-727-6887 or Jane Kenamore
312-922-0140.

December 3-7, 1990

"Federal Archives Administration:
Issues for Federal Archivists &
Historians," a training course
offered by the National Archives.
Registration, \$300, limited to
federal government employees.
For information call 202-501-1212.

March 1-2, 1990

Mississippi Historical Society
Annual Meeting.
Meridian, MS
Contact: Thomas Y. Minniece,
President, Meridian, or Elbert R.
Hilliard, Secretary/Treasurer at
the Mississippi Department of
Archives and History.

PUBLICATIONS

Afro-American Sources in Virginia: A Guide to Manuscripts, compiled by Michael Plunkett. This guide presents the results of a survey of the resources in Virginia repositories, and annotates and indexes those manuscripts throughout Virginia that provide information of the lives of Afro-American men and women during the periods of slavery, emancipation, and civil rights. Order from: University Press of Virginia, Box 3606, University Station, Charlottesville, VA 22903, or (804) 924-3468. Price: \$35.

Archival Procedure Manual produced by Todd Ellison during two NHPRC-funded projects at the Carnegie Branch Library for Local History, Boulder (Colorado) Public Library. Explains the arrangement and description of historical photographs and papers using MARC:AMC along with an index, sample data entry forms, and appendices. Order from: Boulder Public Library, Carnegie Branch, P.O. Drawer H, Boulder, CO 80306. Price: \$5.00 + \$1.50 shipping.

Archives and Manuscripts Administration: A Basic Annotated Bibliography, a technical report published by the American Association for State and Local History (1989). This bibliography, along with several technical leaflets on local government records were produced as a result of an NHPRC grant. Order from: Order Billing Department, AASLH, 172 Second Avenue North, Nashville, TN 37201.

Fakes and Frauds: Varieties of Deception in Print and Manuscript, edited by Robin Myers and Michael Harris (152 p. November 1989). A collection of essays on bibliographic fraud from the 15th century through 20th century problems of forged handwriting and printed documents. Order from: St. Paul's Bibliographies, The Dovecote, 6 Turville Barns, Eastleach, Cirencester, Glos. Great Britain GL7 3QB. Price: 27.50 pounds.

The Frank Church Papers: A Summary Guide by Ralph W. Hansen and Deborah J. Roberts, published by Boise State Special Collections Department, was one of twenty state and local government documents to be selected for the "Notable Documents of 1989" by the American Library Association's Government Documents Roundtable. Documents are judged by ten criteria, ranging from reference value to physical appearance. Order from: Boise State University Library, Special Collections Department, 1910 University Drive, Boise, ID 83725. Price: Free.

A Guide to the Community Archives of the Arlington County Public Library (1989). Order from: Sara Collins, Virginia Room, Arlington County Public Library, Columbia Pike Branch, 816 South Walter Reed Drive, Arlington, VA 22204 Price: \$5.00

A Guide to the Lauderdale County Department of Archives & History, Inc. by James T. Dawson, William E. Henson, Anita Jo Ross, and Lee Skelton. Order from: Jim Dawson, Lauderdale

PUBLICATIONS

A Guide to Library Research Methods by Thomas Mann of the Library of Congress (199 p., March 1990). An excellent resource for the beginning researcher as well as a refresher for veterans, one of his best sections is on the pre-1956 National Union Catalog. Order from: Oxford University Press, 200 Madison Avenue, New York, NY 10016 Price: \$7.95.

Guide to Research on Martin Luther King, Jr., and the Modern Black Freedom Struggle, by the staff of the Martin Luther King, Jr., Papers Project. (185 p.) According to Project Director Clayborne Carson, the guide includes the most important contemporary and scholarly resources relating to the years 1955-1968. Order from: Publications Office, Stanford University Libraries, Stanford, CA 94305-6004 Price: \$14.50.

North Dakota City Records Management Manual produced by the North Dakota League of Cities (1989). Order from: Jan Jordan, North Dakota League of Cities, P.O. Box 2235, Bismarck, ND 58502 Price: \$5.00 plus postage and handling.

Photographs in the Special Collections Department, Bailey/Howe Library, University of Vermont by Jeffrey Marshall. Order from: Jeff Marshall, Special Collections, Bailey/Howe Library, University of Vermont, Burlington, VT 05405. Price: Free.

Records Schedules and Miscellaneous Papers of the University of South Carolina Archives and Records Management Project (1989). Order information from: John Heiting, University Archivist, University of South Carolina, Columbia, SC 29208.

Special Collections at Georgetown: A Descriptive Catalog, published by the Georgetown University Library. A comprehensive, illustrated volume includes archival and printed collections representing Georgetown's strengths in various areas, as well as a history of the library, a description of the endowed funds, and a list of donors. Order from: Georgetown University Library at (202) 687-7425.

Technical Considerations in Choosing Mass Deacidification Processes produced by the Commission on Preservation and Access. (1990) Providing technical and scientific information useful for archives and libraries investigating mass deacidification, the publication advocates the most conservative approach to decision making and giving collection safety the highest priority. Order from: The Committee on Preservation and Access, 1785 Massachusetts Avenue, NW, Suite 313, Washington, D.C. 20036. Price: \$5.00 (prepaid).

New SAA Titles

Arranging and Describing Archives and Manuscripts by Fredric Miller. The first volume in the Archival Fundamentals Series. Price: \$19.00 SAA members, \$25.00 nonmembers.

Microfiche of the SAA Newsletter (March 1973-July 1990) \$12 members, \$16 nonmembers; microfiche of the SAA Newsletter Index, 1974-1988, \$6 members, \$9 nonmembers; both the newsletter and index, \$16 members, \$23 nonmembers.

1990 SAA Education Directory. Provides a complete listing of graduate archival education programs in the United States and Canada. Price: \$5.00 members, \$8.00 nonmembers.

SAA Newsletter Index, 1974-1988 compiled by Laura Saegert (1990). Price: \$10.00 members, \$14.00 nonmembers.

Order all of the SAA publications from: Society of American Archivists, 600 S.Federal, Suite 504, Chicago, IL 60605 or phone 312-922-0140. All orders must now be prepaid.

National Archives Publications

The eleventh documentary learning package, "The United States Moves West: 1785-1842," has been released by the publisher, SIRS, Inc. Boca Raton, FL. More than 25,000 of the packages are in use in schools and community colleges in the United States, Europe, and Asia. Order directly from SIRS.

PUBLICATIONS

A comprehensive catalog of microfilm resources available from the National Archives has recently been revised and is available for purchase. Order from: National Archives Trust Fund Board, P.O. Box 100793, Atlanta, GA 30384 Price: \$15.00.

Copies of the 1989 National Archives Annual Report are available free from the Public Affairs Staff (NSI), National Archives, Washington, D.C. 20408 This report contains a chapter on Archives II, the new building on the University of Maryland's College Park campus scheduled for opening in 1994.

National Technical Information Service Papers

"Archival Copies of Thermofax, Verifax, and other Unstable Copies," (TIP #5) by Norvell M. Jones, summarizes the pertinent conclusions of a Government Printing Office study for the National Archives and describes procedures for conducting a simple "peel test" to determine if a copy machine is producing an archivally acceptable copy. (NTIS Order Number: PB90/171836; \$15 paper, \$8 microfiche).

"Preservation Research Priorities: Past and Present," (TIP #7) by Kenneth E. Harris, Alan R. Calmes, William M. Holmes, Susan Lee-Bechtold, William K. Wilson, and Charles W. Mayn. A description of preservation research conducted and funded by the National Archives from its creation in 1934 to the present. Current research priorities discussed in the paper include shrink wrapping, image analysis, film and tape stability, photographic activity testing, and stability of optical media. (NTIS Order Number: PB90 206244/AS; \$15 paper, \$8 microfiche).

Order from: National Technical Information Service, Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161.

"A National Archives Strategy for the Development and Implementation of Standards for the Creation, Transfer, Access, and Long-Term Storage of Electronic Records of the Federal Government," (TIP #8) is now available from the Archival Research and Evaluation Staff, National Archives, 8th Street and Pennsylvania Avenue, N.W., Washington, D.C. 20408. This report spells out the strategy the National Archives will take in the foreseeable future for dealing with an evolving standards environment for electronic records.

NEW PUBLICATION

MISSISSIPPI'S HISTORICAL HERITAGE:
A DIRECTORY OF LIBRARIES, ARCHIVES, AND OTHER ORGANIZATIONS

Based on information provided in a survey of Mississippi libraries, archives, museums, and historical societies, this new volume will be of value to those searching for locations of local history and genealogy collections in the state.

Expected date of publication: December 1, 1990

Expected Price: Under \$10.00

*To Reserve a Copy Write: The Society of Mississippi Archivists
P.O. Box 1151
Jackson, MS 39215-1151*

****Allow six weeks for delivery****

ACCESSIONS

Mississippi Department of Archives and History - Special Collections Section

Manuscript Collection

ALEXANDER-WHITFIELD FAMILY PAPERS. 1820s-1950s. 8 cu. ft.

Included are correspondence, diaries, sermons, photographs, genealogical research, printed material, and other papers of the family of Jackson, Mississippi, attorney and legislator H. Chalmers Alexander and the family of his wife Marina Whitfield Alexander, daughter of Albert Hall Whitfield, Sr., a former chief justice of the Mississippi Supreme Court. Purchased from Thurman Antiques, Jackson, Mississippi, agent, Chalmers W. Alexander estate sale.

GRAY (ARCHIE LEE) PAPERS. 1930s-1960s. 2 cu. ft.

Included are correspondence, photographs, typescripts of public health-related radio talks, and other papers of Dr. Archie Lee Gray who served as state health officer from 1958 to 1968. Gray was also director of the Division of Preventable Disease Control of the Mississippi State Board of Health prior to becoming state health officer. Presented by Julia A. Fenton, Atlanta, Georgia.

LIPSCOMB FAMILY PAPERS, ACCRETION. 1820s-1950s. .66 cu.ft.

Included are correspondence of Dr. James Walton Lipscomb, Jr., of Jackson, Mississippi, and baccalaureate and medical diplomas of various Lipscomb family members. Of additional interest are Dabney Lipscomb's admission cards to various lectures at the medical school of Transylvania University, Lexington, Kentucky. Presented by Anne Lipscomb, Jackson, Mississippi.

STANWOOD (ISAAC H.) PAPERS. 1849; 1851-1855; 1860. .10 cu. ft.

Correspondence of Isaac H. Stanwood, a native of Portsmouth, New Hampshire, who was a partner in the mercantile firm Stanwood and Buckley of Woodville, Mississippi, and a friend and business associate of planter Major James L. Trask. The majority of Stanwood's letters were written to his parents in Portsmouth, and they recount his experiences in the Woodville area and provide interesting commentary on such contemporary political issues as sectionalism, secession, and temperance. Purchased from Charles Apfelbaum, Valley Stream, New York.

STEPHENS (HUBERT A.) CIVIL WAR LETTERS. 1863-1864. .10 cu. ft.

Two Civil War letters of Hubert A. Stephens of Clay County, Mississippi, who was killed in battle at Petersburg, Virginia, in 1864. Presented by Jack D. Elliott, Jr., Palo Alto, Mississippi.

WAILES (C. S.) COLLECTION. 1814; 1829; 1840. .10 cu. ft.

Collection of four indentures from Adams County, Mississippi, the most significant of which pertains to the estate of Ferdinand L. Claiborne. Presented by Mrs. C. S. Wailes, Jackson, Mississippi.

WELTY (EUDORA) COLLECTION, ACCRETION. 1941-1946; n.d. 4 cu. ft.

Included are letters written to Eudora Welty by her literary agents Dairmuid C. Russell and Henry T. Volkening of New York City. Some of the letters concern the publication of *A Curtain of Green* in 1941. Presented by Eudora Welty, Jackson, Mississippi.

Graphic Records Collection

DAVIS (JEFFERSON) Print. 1908. 1 item. .10 l.i.

One 28"x22" black-and-white lithographic print of Jefferson Davis, published by Art Publishing Company, Charleston, South Carolina. Presented by Van R. Burnham, Clarksdale, Mississippi.

GRENADA HISTORICAL MUSEUM PHOTOGRAPH COLLECTION. ca. 1890-1936. 11 items. 1.10 l.i.

Eleven black-and-white photographs of Grenada County, Mississippi, citizens and events including musical groups, parades, and a convention of the Mississippi Division of the United Confederate Veterans. Presented by the Grenada Historical Museum, Grenada, Mississippi.

ACCESSIONS

MILLER'S COMMISSARY AT CYBER, MISSISSIPPI, PHOTOGRAPH. ca. 1920. 1 item. .10 l.i.
One 10"x12" black-and-white print of Miller's Commissary at Cyber, Mississippi. Presented by the La Salle County Historical Society, Peru, Illinois.

YOUNG (DIANA C.) PHOTOGRAPH COLLECTION. 1987-1988. 9 items. .90 l.i.
Six 6"x8" black-and-white photographs of the Pioneer Festival at the Mississippi Crafts Center and three 8"x10" black-and-white photographs of the Melvin Henry family of Neshoba County, Mississippi. Presented by Diana C. Young, Hattiesburg, Mississippi.

Audio-Visual Records Collection

YOUNG (PATRICIA), OXFORD FILM COLLECTION. ca. 1920. 1,010 feet
Three reels of 16mm home movies; two reels (580 feet) of scenes in Oxford, Mississippi, and one reel (480 feet) of European vacation scenes. Camera operator unknown. Presented by Patricia Young, Oxford, Mississippi.

Mississippi State University - Special Collections Department - Manuscripts Division

HENKEL (JAMES OSCAR) PAPERS. 1872-1980s. 4.33 cu. ft.
Family papers of James Oscar Henkel Jr. (b. 1889), engineer and 1912 Mississippi State graduate, who for the majority of his career was in management at Alabama Power and Light Company. Papers document Henkel's family, who are descendants of Jonathan and Mary Gilmore Henkel, who settled in Noxubee County about 1839, and the related families of Hinkle, Brooks, Randle, Scott, and others. Also documented is Henkel's career, including his association with, and interest in, John Brueckner, inventor of the Sunbeam electric razor. Papers include correspondence, photographs, vital records, genealogical charts, publications, and other materials produced or collected by Henkel. Open to researchers, but unprocessed. Gift of John Lewis Hinkle.

HANLON (HOWARD) PAPERS. 1927-1967 and undated. 1 cu. ft.
Photocopies of correspondence, interviews, clippings, printed articles, written histories, photographs, maps, and other materials documenting hardwood lumbering, lumber companies, and lumbermen in the Mississippi Delta states, as well as the activities of national and regional lumber trade associations. The collection was produced as a part of Howard Hanlon's research for the semi-fictional book Delta Harvest. Hanlon was owner of Cotton Hanlon Inc., a lumber company in Odessa, New York. Open to researchers. Loaned for photocopying by Mrs. Lois O'Neil.

CATLEDGE (TURNER) PAPERS. 1975, 1980, and undated. 3 pieces.
Videocassettes (3/4") of interviews with Turner Catledge by Sam Dudley for Communication 101 and other events at Mississippi State University. Open to researchers. Gift of Sam Dudley.

GOLDEN TRIANGLE CIVIL WAR ROUNDTABLE RECORDS. 1987-1990. 1 cu. ft.
Correspondence, newsletters, publications, minutes, reports, articles, resolutions, membership lists, constitution, and other records created and or collected by the organization, founded in 1987 at Mississippi State University. Gift of Golden Triangle Civil War Roundtable.

MISSISSIPPI FORESTRY ASSOCIATION RECORDS. Accretion. 1982-1987. .033 cu. ft.
Financial and annual reports, brochures, clippings, and press releases documenting the creation and operation of the Timber Realization Company, a Mississippi Limited Partnership established by the Masonite Corporation in 1892, to handle the liquidation of its timberlands. Gift of Arthur Nelson, Jr.

THE SOCIETY OF MISSISSIPPI ARCHIVISTS,
YEARLY MEMBERSHIP RENEWAL IS DUE DURING MAY
1990. PLEASE COMPLETE THE MEMBERSHIP
RENEWAL APPLICATION BELOW, ENCLOSE WITH THE
MEMBERSHIP DUES, AND MAIL TO:

MEMBERSHIP CHAIR
SOCIETY OF MISSISSIPPI ARCHIVISTS
P.O. BOX 1151
JACKSON, MS 39205

RENEWAL APPLICATION

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INSTITUTIONAL.....\$15.00
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